

JOB OPPORTUNITY

Job Opportunity Bulletin: 04-026

Final Filing Date: Aug. 27, 2004 or
Until Filled

Position:

Secretary

Salary:

\$2510 - \$3051

Location:

Office of Statewide Health Planning and Development
Health Professions Education Foundation
818 K Street, Suite 210
Sacramento, CA 95814

(Pending Control Agency
Approvals)

GENERAL STATEMENT: The incumbent will be the sole Secretary for the Executive Director (ED), Health Professions Education Foundation (Foundation), and other Foundation staff.

DUTIES:

Perform secretarial duties, including:

- Proof and edit correspondence for ED signature, and fundraising campaign marketing materials.
- Screen & respond to incoming telephone calls and visitors.
- Schedule and make meeting room reservations. Attend meetings, as necessary, to record meeting minutes. Prepare and distribute minutes.
- Travel coordinator for the ED and Foundation Trustees and/or Advisors. Process related travel claims.
- Coordinate mailings to prospective donors and mass mailings of Foundation publications.
- Maintain confidential administrative and fundraising campaign files.
- Order & maintain all Foundation office supplies and initiate equipment repairs.
- Serve as Attendance Coordinator.

DESIRABLE QUALIFICATIONS:

- Ability to exercise a high degree of initiative, independence, and accuracy in performing assignments.
- Strong written, verbal, interpersonal and communication skills and exemplary customer service.
- Ability to travel (3-4 one-day trips annually).
- Must be dependable, punctual, and have a good attendance record.
- Must be willing to work 8:00 a.m. to 5:00 p.m.
- Ability and willingness to perform detailed work.
- Ability to follow written and verbal instructions.

WHO MAY APPLY:

Applications will be accepted from individuals currently in the above class or individuals who have list, transfer or reinstatement eligibility to the above class. Appointment is subject to SROA policies. Only the most qualified candidates will be interviewed.

Interested parties should submit a State Examination and/or Employment Application, STD-678 and a resume to:

OSHHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Health Professions Education Foundation

Attn: Angela L. Smith (Job #04-026)

818 K Street, Suite 210

Sacramento, CA. 95814

For further information contact Angela Smith at (916) 324-6500.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

